



Presidencia

UNIVERSIDAD CENTRAL DE BAYAMÓN

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EXECUTIVE ORDER ACA-07-06

November 13, 2007

**DEAN OF ACADEMIC AFFAIRS
DIRECTORES OF ACADEMIC COLLEGES
REGISTRAR**

POLICY FOR THE EVALUATION OF ACADEMIC PROGRAMS

Objective:

Institutions of higher educational in their need to assess their academic programs seek to develop instruments or improve existing ones to meet the needs of students, industry, trade and society in general.

Description:

This program evaluation is reflective and systematic in the collection of relevant, reliable and valid data. Evaluation is an integral part of the program; therefore, it takes place throughout its development.

The evaluation process of a program is inherent to its planning and implementation. The design incorporates formative (process) and summative (product) assessment measures. Incorporating formative assessment into the design helps to identify weaknesses and strengths of student services. Assessment outcomes provide valuable information for decision-making and input for program revision.

Program evaluation will take into consideration such aspects as: vision and mission, goals and objectives, curriculum, course sequence and course offerings, enrollment (program demand) and other sources of information that enrich the evaluation process.

Time:

Academic Programs are evaluated every four (4) years or in special cases upon request of the Dean of Academic Affairs or the Presidency. For evaluation purposes, BCU will use the following Program Guide (Appendix 1).

Programs with low enrollment also complete the Guide for the Evaluation of Academic Programs (Appendix 2).

Criteria to be considered in the revision of Academic Programs:

The Dean of Academic Affairs and academic departments should be aware of the influence of the internal and external environment, since the presence of one or more of the following criteria is an indicator to initiate a revision of an academic program:

1. Programs experiencing enrollment reduction for three or more consecutive years
2. Changes in job market demand

3. Recommendations of the Council on Higher Education of Puerto Rico (CES) and / or accrediting agencies such as the MSA, among others
4. Outcomes of Academic Department and / or institutional assessment
5. Compliance of new laws, or existing laws that affect the practice of the profession
6. Amendments to the requirements of existing laws governing the practice of professions
7. Emergence and application of new technologies in the job market.
8. Requirements for new economic models
9. Recommendations by the Program Advisory Committee
10. Outcomes of employer surveys
11. Alumni satisfaction studies

Standards for evaluating the effectiveness of programs:

1. Each semester the Office of Planning and Institutional Development will submit to the Dean of Academic Affairs a statistical comparative study of enrollment for four consecutive years of each academic college. This will include alumni reports and retention reports.
2. The reports will be discussed with each Department Director.
3. The Department Director will conduct a thorough analysis of the reports with the faculty to determine the impact of maintaining a program active. The director will identify programs experiencing low enrollment for five consecutive years and submit a recommendation to the Academic Dean to be updated, placed in moratorium, or discontinued.
4. In all cases, a plan is devised to allow students who are active in the program to complete their major.
5. The department director will analyze the recommendations with the Dean of Academic to determine the best decision without affecting students.
6. The assessment of the academic program will be conducted using the Guide for Program Evaluation (Appendix 1).
7. The final decision is made known to the relevant areas and accrediting agencies (CES and MSA) in accordance with the policy for ensuring that a student can complete his/her degree in case that a program is discontinued.

Dissemination of evaluation results:

The evaluation results of the academic program are reported to licensing and accrediting agencies, students, faculty and other members of the university community. They will also be available through the Institutional website (www.ucb.edu.pr).

Effective Date:

This policy is in effect immediately and repeals any previous guidelines, rules, policies or procedures conflicting with what is provided herein.

Approved:



Nilda Nadal Carreras
President